UNITED STATES MARINE CORPS
25TH MARINE REGIMENT
4TH MARINE DIVISION
MARINE FORCES RESERVE
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MAINTENANCE MANAGEMENT POLICY NOTICE 6-07

From: Commanding Officer, 25th Marine Regiment
To: Commanding Officer, 1st Battalion, 25th Marines
      Commanding Officer, 2nd Battalion, 25th Marines
      Commanding Officer, 3rd Battalion, 25th Marines
      Commanding Officer, Headquarters Company, 25th Marines

Subj: **PROCEDURES ON NAVMC 10925 EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL)**

Ref: (a) MCO P4790.2C
      (b) ForO P4790.3A
      (c) MCO P4400.150E
      (d) UM 4400-124

1. Authority. Authority to approve maintenance EROSL's for each commodity will be signed by the personnel designated in writing by the Commanding Officer. A copy of the letter of authorization will be provided to the appropriate supporting activities. A letter of authorization will contain sample signatures of those personnel authorized to sign EROSL's, and release/receipt documents to include personnel authorized to receipt for and deliver material and equipment. At a minimum, authorization letters are to be updated semi-annually.

2. Guidance. The following guidance is provided for maintenance management procedures within the Regiment. Figures 5-1 and 5-2 show the directed way to fill out a NAVMC 10925 Equipment Repair Shopping List.

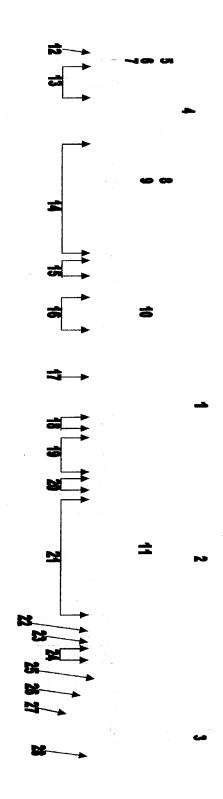| Number	Explanation/Directions (refer to fig 5-2)
1	Commodity Maint Clerk initials & Julian date opening ERO
2	Initials and JD of supply clerk receiving EROSL
3	Initials and JD of supply clerk verifying processed through SASSY
4	Material Usage Code for all repair parts on EROSL
5	TM/SL-3/ULSS used to identify repair parts needed
6	ID number of end item that repair parts are for
7	TAMCN of end item that repair parts are for
8	Serial number of specific end item that repair parts are for
9	Technical nomenclature of end item that repair parts are for
10	Signature of MMO/MMC or authorized personnel for ERO/EROSL priority
11	Total price of all items listed on EROSL
12	Transaction type (either "4" or "8")
13	ERO number (same as top right corner)
14	NSN of repair part (verify in Fedlog)
15	Quantity requested (must have preceding zero's)
16	DoDAAC/RUC of MARES/SASSY reporting unit
17	Material Usage Code (same as #4)
18	Priority (must match priority of ERO)
19	Supplementary Address of Commodity, as designated by MMO/MMC
20	Unit of Issue for repair part (verify in Fedlog)
21	Fund Code & Cost Jon (this is supply's responsibility)
22	Demand Code (see section 6 of this policy notice)
23	Not Mission Capable Supply (see section 6 of this policy notice)
24	Advice code (this is supply's responsibility)
25	Nomenclature of repair part
26	Unit price of repair part (verify in Fedlog)
27	Total price of repair part (verify in Fedlog)
28	Authority Code (either "A", "C", "2", or "9")

Figure 5-1

Figure 5-2

a. An electronic EROSL, in Microsoft Excel format, has been
provided to each Battalion/Headquarter Company commodity
maintenance manager. The electronic EROSL must be emailed to
the Maintenance Management Officer (MMO)/Maintenance Management
Chief (MMC) or designated Marine Corps Integrated Maintenance
Manager System (MIMMS) representative by the authorized person
listed in paragraph 1 above.

b. The MMO/MMC/MIMMS representative will then review and
approve/disapprove the EROSL, and either reply to the commodity
with corrective actions, or forward to the respective supply
section noting approval.

c. Once the transactions on the EROSL have passed through
the supply system cycle, the supply representative will return
the EROSL (with document numbers filled in) to both the
commodity and the MMO/MMC/MIMMS representative, noting that all
transactions have posted within the SASSY system.

d. Each individual in the EROSL submission chain is
responsible to retain copies of their respective electronic
EROSL's and approval emails, for record-keeping and audit
purposes.

e. The use of electronic submission procedures for
maintenance management will greatly reduce paper waste, and time
spent hand-writing hard copy EROSL's. Figure 5-3 below shows an
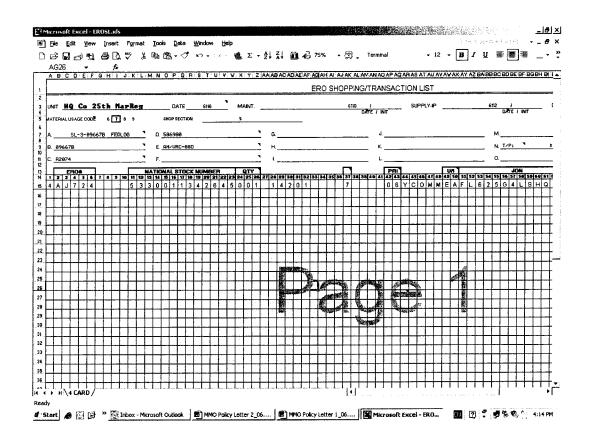example of the electronic EROSL.

Figure 5-3

3. Information. The below explains proper use of priority
designator codes, Not Mission Capable Supply (NMCS) codes,
Material Usage Codes (MUC's), and Demand Codes.

    a. The following table identifies the proper use of
priority designators and NMCS codes:

Priority	NMCS	Reason/Justification
03	9	MARES end item, deadlined, mission critical
06	N	MARES end item, deadlined, non-mission critical
06	E	MARES end item, not deadlined
06	E	Non-MARES end item, deadlined
13	—	Non-MARES end item, non-deadlined
13	—	Pre-Extended Bin item / Shop Overhead item

b.   The following table identifies the proper use of
Material Usage Codes:

MUC	Name	Description of usage
6	SL-3	SL-3 components listed within TM's, SL-3's, or ULSS's
7	CM	Corrective Maintenance
8	Mods	Modifications
9	PM	Preventative Maintenance

c.   The following table identifies the proper use of Demand
Codes:

DC	Explanation
R	Recurring Demand (SOS retain history for stockage data)
N	Non-recurring Demand (SOS does not retain history)
O	No demand (used to identify short funds)

4.   Proper utilization of the EROSL to include use of correct
priority will help ensure that parts and equipment are received
in a timely manner and that the unit is adequately supported.

5.   The point of contact is the Maintenance Management Chief at
(978) 796-3739.

M. F. BELCHER